



Kennelmaster

**Department:** Police

**Class Code:** 2111

**EEO Code:** 28

**FLSA:** N

**Effective:** 01/07/2003

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## **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of routine difficulty in the care and feeding of animals in the operation and cleaning of the animal shelter; and performs other work as required.

## **SPECIFIC STATEMENT OF DUTIES:**

Feeds and waters animals according to schedules; cleans and disinfects shelter; examines animals for signs of illness and treats them according to instructions; transfers animals between quarters; lifts and carries animals; maintains records of animals in the kennel; utilizing approved methods and following departmental policies destroys diseased, injured, and unclaimed animals; decapitates animals heads for rabies testing; meets members of the public claiming animals or inquiring as to the adoption of pets; provides information on animal control, animal care and shelters policies; orders food and maintains records of other supplies needed; cleans and services truck; assists in the office in the preparation of reports and filing; and performs other work as required.

## **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of different breeds of animals and of the proper methods of their care and feeding; some knowledge of the safe and humane methods of their care and feeding; some knowledge of the safe and humane methods for destroying animals.

Considerable skill in operating the kennels in a responsible manner including the care and feeding of animals and the keeping of the shelter in a clean and neat condition; working skill in identifying animals that should be destroyed and in completing that process; working skill in meeting the public and in explaining policies and procedures; working skill in maintaining kennel records.

## **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of one high school level course in biology, or animal husbandry, or one year experience involving work with animals; or an equivalent combination of training and experience.

## **ADDITIONAL REQUIREMENTS:**

Ability to lift one hundred and twenty-five pounds and valid vehicle operator's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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